

10 May 77
D. J. [unclear]

EFFECTS OF APP

1. Stenographers

The report for FY 74 reflecting minimal use of shorthand by Agency stenos (only 67% used it 2 hours or more per week) reduced recruitment goals for stenos, with an end result of reducing salary costs and avoiding use of overqualified clerical personnel.

2. EEO On Board Statistics in Early APPs

Focused, by a clear cut statement from its own records, management's attention on the situation of minorities (primarily Blacks) and women in the Agency--number in professional status, percentage of promotions, enrolled in training. There has been noticeable improvement in numbers and in grades of professional women and blacks.

3. Conversion to Professional

The high percentage of new professional employees by conversion from clerical/technical status, alerted management to the imbalance and prospective personnel management to the problems created by the policy--i.e., high percentages limit the input of employees educated and trained for a discipline viz the on-the-job creation. Over the past few years percentages have reduced and DDO has revised a whole program. This is a continuing report requiring careful attention.

4. High Fitness Report Ratings

Almost 80% of Agency employees have been rated strong. Seeing it boldly reported caused DDI (one of the better groups) to reissue Fitness Report guidance, DDO to prepare one, OP to write an OPM (adopted we hear in various offices of S&T).

5. Training

Reports of need/interest in specific courses. Caused OTR to reprogram schedules, increase runnings of Management Seminar, additional Senior Seminar.

6. Rotational Tours

Again the factual reports including goals has focused attention on the aspect of personnel management with a gradual increase in both intra and inter Career Service moves.

Use of APP for Reports - Examples

1. Comptroller has used for gains/losses report to OMB.
2. Quick studies for lateral entry data (GS-12 and above).
3. Provided data to support TIG policy study--occasioned by NPIC's DIA/PI situation.